

## FLEX Program Instructions

**IMPORTANT!** The Flex system will NOT work unless your Pop-up Blocker is turned off. The box will NOT open for you to complete this activity and you will NOT be credited. Click on Tools in your Menu Bar, top of screen, click Pop-up Blocker and make sure it's turned off/disabled.

1. Log onto Flex in one of these ways

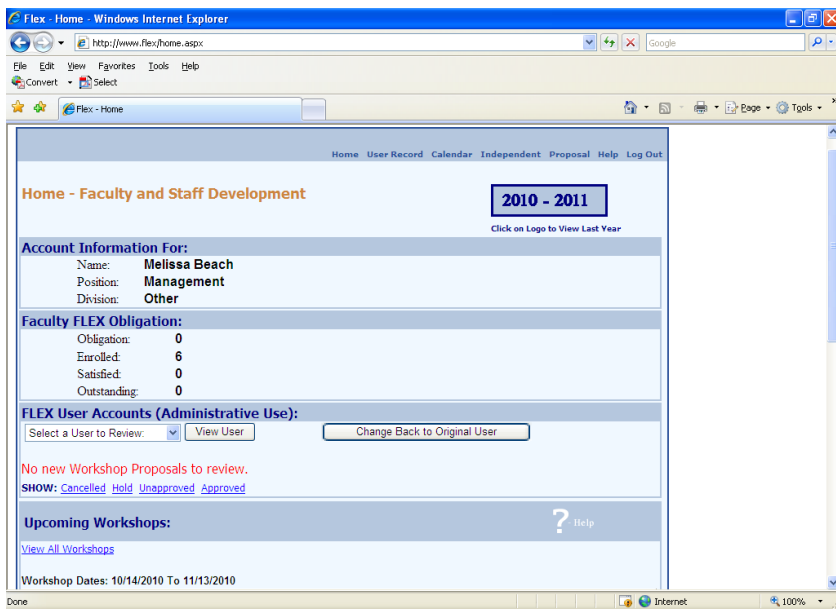
- On Campus, type into your browser: [www.flex](http://www.flex) & press ENTER key
- Off Campus, type into your browser: <http://flex.yosemite.edu/> and save to Favorites
- Off Campus, type into your browser: [www.mjc.edu](http://www.mjc.edu), click on “Current Students”, click on Faculty & Staff Support, scroll down and click on “Flex.”

2. At Log on, enter:

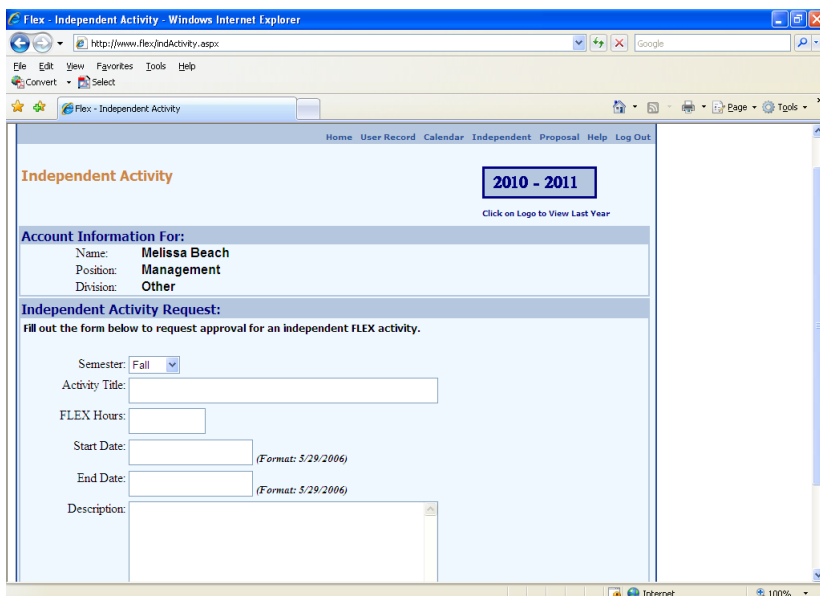
User name: Lastname, first initial (unless your name is different) same as your YCCD Logon (*ex: Melissa Beach is beachm*)

Password: Same as your YCCD email password

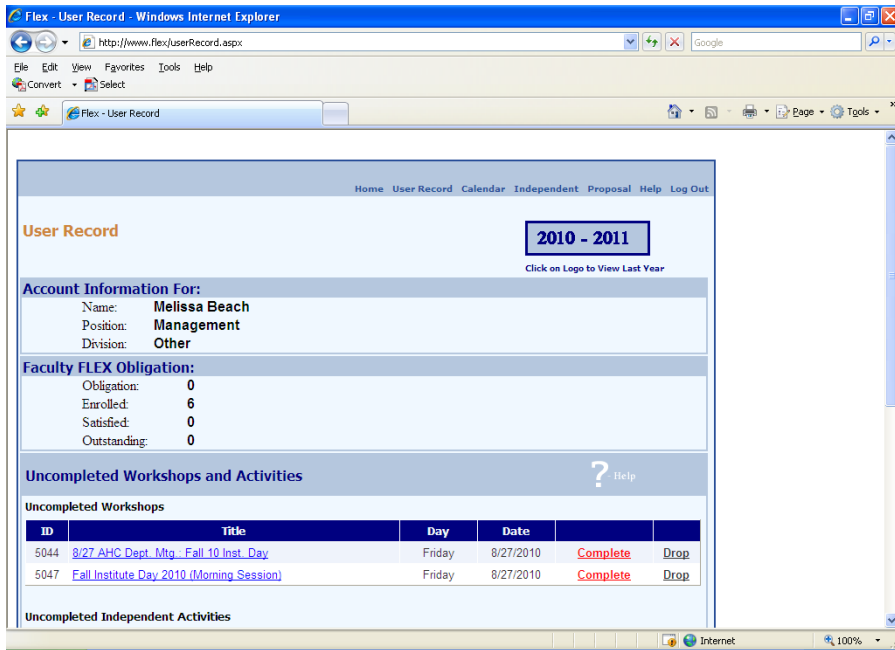
You will see the following:



**IMPORTANT! NOTICE**  
YOU ARE IN PRESENT YEAR 2010-2011 (to access previous year, click on rectangular logo “2010-2011” and this will take you back to “2009-2010.”)

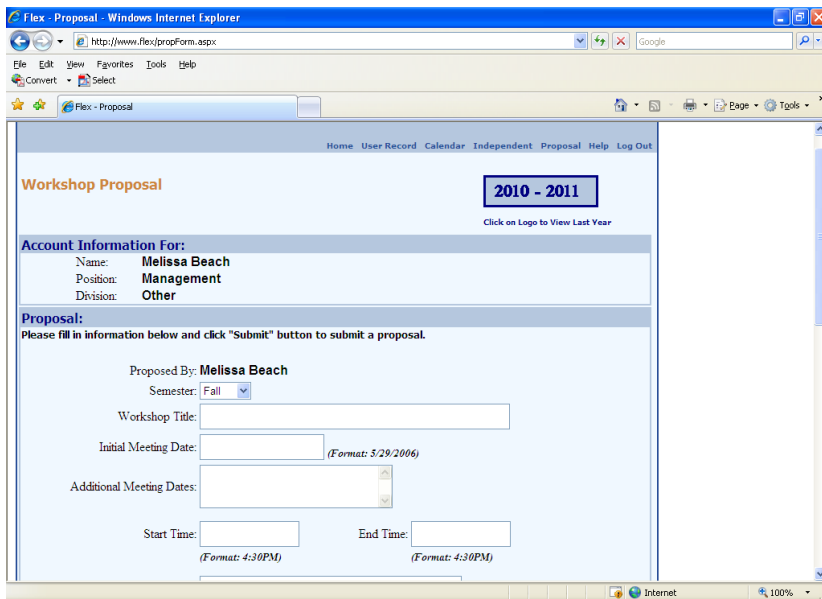


To enter an Independent Activity: click on “**Independent**” button at top right. (*Enter Independent when the activity you want to participate in is NOT listed on the Flex Calendar and/or it is only you that is participating. If there are several MJC instructors participating, you will want to enter as “Proposal” to post to the Flex calendar.*) An Independent Activity box will open like this. Fill in all information & be sure to click SUBMIT button. Your division dean will receive your request for approval. *Please be sure to provide enough detail in your Description that qualifies this proposal for professional development.*



**IMPORTANT!** After you have participated in this activity, you are not finished—log back onto Flex, click on “**USER RECORD**” button, top of screen and you will see this activity listed under “Uncompleted Workshops and Activities.” Click on the red **COMPLETE** button next to this activity. If it was a workshop, you will be immediately credited. If it was an **INDEPENDENT** activity, a box will open for you to type a brief summary explaining the event and showing you did attend. Hit **COMPLETE** again.

3. Proposal: you will click on Proposal at top right when you want to add an activity to the Flex calendar. You do this when you know at least 5 or more MJC faculty will be attending, otherwise you enter an Independent activity. The box looks like this, asking for: Semester, Title of activity, Date, Start & End times, Location, etc. Fill in the information and Melissa Beach will receive to accept/deny or request changes. If accepted, your activity will be added to the Flex calendar and you will be emailed with the Flex number.



**IMPORTANT!** Again, after you have participated in this activity, you must log back onto FLEX, click on your User Record and you will see it listed under “Uncompleted Workshops & Activities.” You will need to click on the red **COMPLETE** button and will be immediately credited.

### Other Flex information

*How many hours of Flex do you owe?* Full time faculty owe 28 hours per year (July 1-June 30). Part-time and Overload owe approximately 1/2 the hours of their weekly teaching assignment. (Ex: You teach 10 hours per week, you would owe 5 hours of Flex for that semester.)